

**GSFF Fall Quarter 1<sup>st</sup> Meeting  
Friday, October 1, 2021**

**Meeting Minutes**

1. Welcome and Introductions
  - a. Emily Abellon (Communications)
  - b. Vanessa Taylor (Anthropology)
  - c. Jay Gallagher (Biology)
  - d. Michael Roos (Physics)
  - e. Caroline Conroy (English)
  - f. Angela Gattuso (English)
  - g. Mariah Barnes (Math)
  - h. Zeinab Abdalla (Computer Science)
  - i. Samia Anderson (English)
  - j. Shannon Powers (Psychology)
  - k. Leia Lynn (English)
  - l. Kevin Kohlhauf (English)
  - m. Katie Johnson (Geography)
2. GSFF Portfolio Page
  - a. Use this link to get to the Portfolio: <https://portfolio.du.edu/gsff>
  - b. Main objectives
    - i. Funding graduate students for participation in academic conferences
    - ii. Bringing up and discussing any problems pertaining to graduate students
  - c. GSFF events
    - i. Details quarterly meeting days and times
      1. Meeting agenda and Zoom links will be emailed ahead of each meeting
  - d. Solidarity statement with RAHR
  - e. Guidelines to refer to for colleagues who are submitting funding applications
  - f. Email templates
    - i. Suggest sending out an email to your department at the beginning of the quarter with introductions
    - ii. Also have template for a reminder email as we approach the application funding deadline
  - g. Contact information for reps and executive council
  - h. Meetings archive
    - i. Where to find meeting minutes for past meetings
3. 2021-2022 Academic Year Finances
  - a. 4 people funded last spring quarter
  - b. With summer distribution GSFF has \$16,369.47 for this academic year
  - c. GSPDG is back, so taking the funding cap down from 75% to 40%
  - d. This year funding 40% or up to \$300 for presenters (whichever is less) and 30% or up to \$250 for attendees (whichever is less)
4. GSFF Funding Process
  - a. PowerPointGuide to GSFF and GSPDG funding (attached)
  - b. GSFF

- i. Up to three applications per academic year per student (no limit on how many per quarter)
    - ii. Funding requestest for any events between week 8 of the previous quarter and week 7 of current quarter
    - iii. Your GSA is GSFF
    - iv. Applications require expenses sheet, all original receipts, conference program, and common applications
  - c. GSPDG
    - i. Competitively awarded
    - ii. May only apply once per aademic year
    - iii. Reimburses larger sums of money for academic conferences, often with international travel
    - iv. Have to get GSFF approval
    - v. Requires application as well as CV, goals/justifaction statement, and faculty/advisor letter of support
    - vi. Amount of reimbursement depents on funds available
    - vii. Must have already received partial funding from GSFF
  - d. Example of good/poor receipts
    - i. Receipt needs to include business name, date, price of item, amount of bill, item purchased, method of payment
  - e. Tips and tricks for applicants
    - i. Keep file of travel and conference related materials
    - ii. If you split a hotel document everything—who made full payments, how much was paid by each person, and receipts for payment(s)
    - iii. Be strategic about when you apply
    - iv. Plan ahead!
      - 1. Consider making appointemtns with faculty/advisor, GSFF executive board members, or anyone who you may have questions for
      - 2. Submit your application as early as possible just in case there is anything missing and/or incorrect
  - f. Application deadline: Friday, October 29<sup>th</sup>
    - i. Gives reps one full week to review applications
- 5. Departments without Repräsentatives
  - a. Economics, Electrical Engineering, International and Intercultural Communication, Lamont School of Music, or Religious Studies departments
    - i. If you know anyone in these departments who is interested in being a representative, please put those individuals in contact with anyone on the executive board and/or forward their contact information to us!
- 6. Future Business
  - a. Reach out to your department to share general information about GSFF, the funding available, the application process, and the funding application deadline. We suggest making the deadline Friday, October 29<sup>th</sup>, so that you have time to review the applications prior to our final meeting of the quarter on Friday, November 5<sup>th</sup>.
    - i. You may find quarterly introduction email template here: <https://portfolio.du.edu/gsff/page/104611>

Meeting days/times for the rest of fall quarter (Zoom links and agendas will be emailed roughly one week before the meetings):

- GSFF meeting #2: Thursday 10/7, 2pm (week 4)
- GSFF meeting #3: Tuesday 10/19, 5pm (week 6)
- GSFF meeting #4: Friday, 11/5, 9am (week 8)

Please note:

1. For your department to be eligible for funding for the fall quarter, you must have a representative present for at least two of our four meetings per quarter.
  - a. Please see the meeting schedule on the [GSFF Portfolio Page](#), on the right, under "GSFF Events."
  - b. If you, the GSFF representative, cannot make a meeting, you may send another member of your department in your place.
2. We currently do not have GSFF representation from the Economics, Electrical Engineering, International and Intercultural Communication, Lamont School of Music, or Religious Studies departments. If you know of anyone from these departments who would be interested in being a GSFF rep, please let us know. We want to make sure all departments are represented!
3. If you are no longer a part of GSFF and/or don't want to receive these emails anymore, please let me know and I will remove you from the email list.

Any questions? Contact any member of the GSFF Executive Board:

Emily Abellon, President ([emily.abellon@du.edu](mailto:emily.abellon@du.edu))

Leia Lynn, Vice President ([leia.lynn@du.edu](mailto:leia.lynn@du.edu))

Mike Roos, Director of Finance ([mike.roos@du.edu](mailto:mike.roos@du.edu))

Angela Gattuso, Director of Communications ([angela.gattuso@du.edu](mailto:angela.gattuso@du.edu))